NBS Budgetary Account Requests

Student Guide
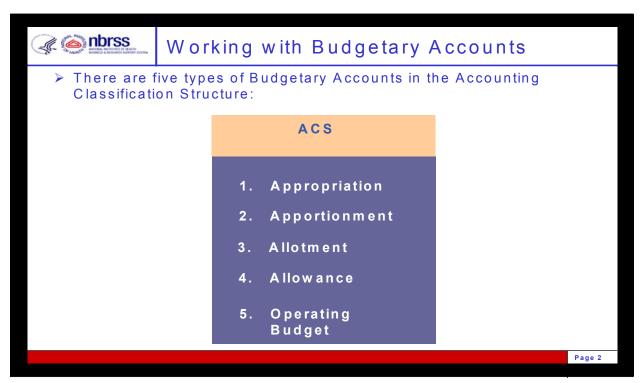
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NBS Budgetary Account Requests

May 2004

Working with Budgetary Accounts

> There are five types of Budgetary Accounts in the Accounting Classification Structure:

ACS

1. Appropriation

2. Apportionment

3. Allotment

4. Allowance

5. Operating Budget
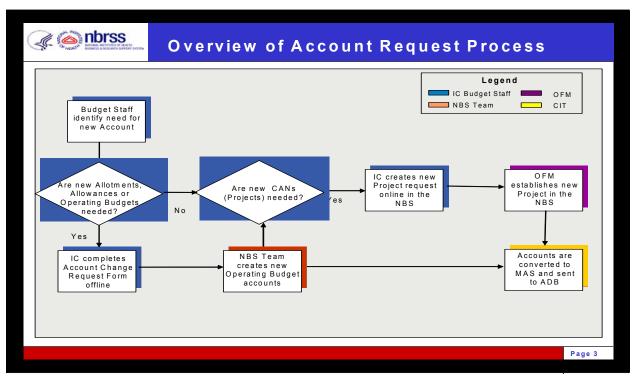
- Budgetary Accounts are added or deactivated if the IC is making changes to its budgetary structure.

- ICs will typically only add or deactivate Allotment, Allowance, and Operating Budget level accounts.

NBS Budgetary Account Requests

Overview of Account Request Process
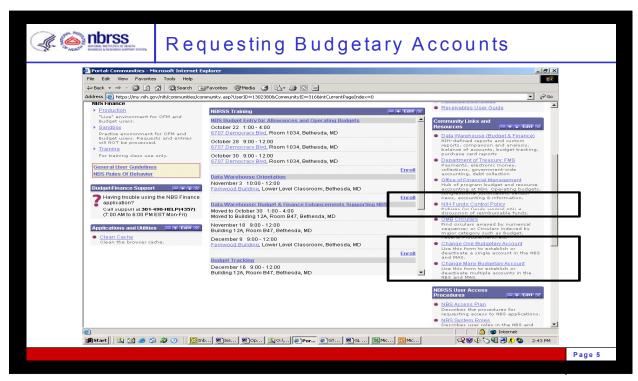
- All new account requests for both the ACS and the MAS are now made through the NBS.

- New Allotment, Allowance and Operating Budget requests will be made using offline forms that are available on the NIH portal http://my.nih.gov – NBRSS Budget/Finance Community. These sheets will be completed and emailed to the NBS Project Team, who will set them up in the NBS.

- Once an account is created in the NBS, an automated process will convert it into the MAS format and forward the legacy CAN to the ADB.

NBS Budgetary Account Requests

Overview of Deactivation Request Process
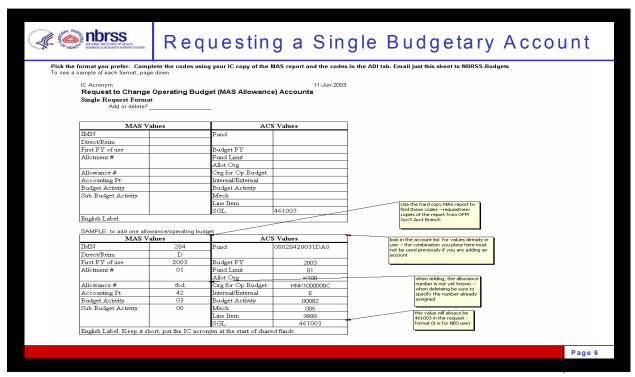
- All account deactivations are also now made through the NBS.

- Allotment Allowance and Operating Budget deactivation requests will be made using form that is available on the NIH Portal. These sheets will be completed and emailed to the NBS Project Team, who will deactivate the requests accounts in the NBS.

- Once an account is deactivated in the NBS, an automated process will forward the deactivation request to the ADB, where the related MAS CAN will be deactivated as well.

Requesting Budgetary Accounts

Requesting Budgetary Accounts

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- The NBS provides two forms that will be used to submit all requests to set up or deactivate Budgetary Accounts.
- These forms can be accessed through the NIH Portal on the NBRSS Budget/Finance Community page.
- The updated NIH Funds Control Policy is also available on the Budget/Finance community page.

Requesting a Single Budgetary Account

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BUSINESS AND RESEARCH SUPPORT SYSTEM

Pick the format you prefer. Complete the codes using your IC copy of the MAS report and the codes in the ADI tab. Email just this sheet to NBRSS-Budgets
To see a sample of each format, page down

IC Acronym   11-Jun-2003
Request to Change Operating Budget (MAS Allowance) Accounts
Single Request Format
        Add or delete? _____

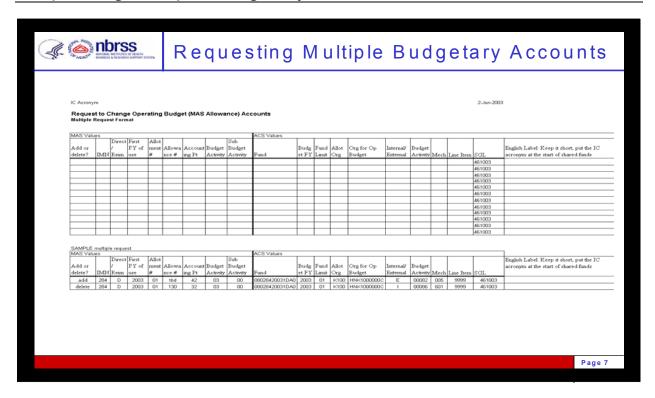| MAS Values		ACS Values	
IMN		Fund	
Direct/Reim			
First FY of use		Budget FY	
Allotment #		Fund Limit	
		Allot Org	
Allowance #		Org for Op Budget	
Accounting Pt		Internal/External	
Budget Activity		Budget Activity	
Sub Budget Activity		Mech	
		Line Item	
		SGL	461003
English Label:			

Use the hard copy MAS report to find these codes --requestnew copies of the report from OFM Gov't Acct Branch

SAMPLE: to add one allowance/operating budget

MAS Values		ACS Values	
IMN	284	Fund	08028420031DA0
Direct/Reim	D		
First FY of use	2003	Budget FY	2003
Allotment #	01	Fund Limit	01
		Allot Org	K100
Allowance #	tbd	Org for Op Budget	HNK1000000C
Accounting Pt	42	Internal/External	E
Budget Activity	03	Budget Activity	00082
Sub Budget Activity	00	Mech	005
		Line Item	9999
		SGL	461003
English Label: Keep it short, put the IC acronym at the start of shared funds			

look in the account list for values already in use -- the combination you place here must not be used previously if you are adding an account

when adding, the allowance number is not yet known -- when deleteing be sure to specify the number already assigned

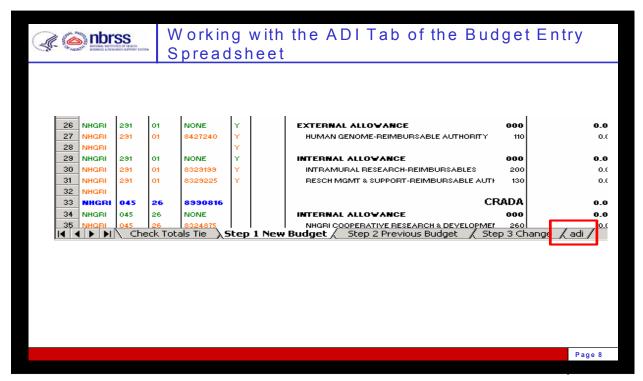this value will always be 461003 in the request format (it is for NBS use)

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- Steps for completing new account request forms:
    1. Identify the need for a new account(s).
    2. Identify the MAS Values using your hard-copy MAS report.
    3. Identify which specific ACS segment values must be combined to create this new account using the ADI tab of your Budget Entry spreadsheet.
    4. Complete either the single request form or the multiple request form, depending on the number of accounts you are creating or deleting.
    5. Email this form to the NBS using the "NBRSS - Budgets" mailbox located in the Microsoft Outlook Global Address List.
    6. If you are unsure of the specific segment combination needed, the NBS Team will help you to identify which values compose your new account.
    7. Receive confirmation from the NBS Team that the Operating Budget has been established. You will also receive a new Budget Entry spreadsheet including the new change.
    8. Request the Project level CANs through the Oracle New Project Request form.
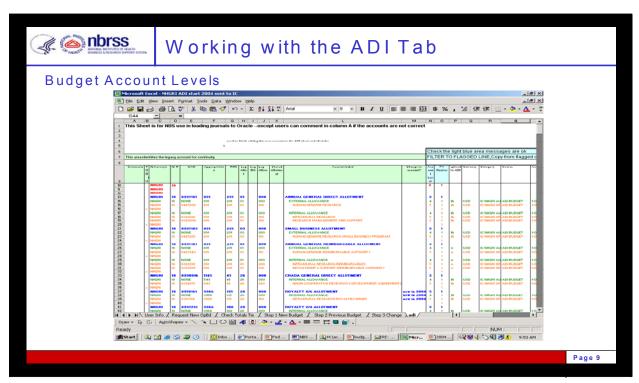
Requesting Multiple Budgetary Accounts

Working with the ADI Tab of the Budget Entry Spreadsheet
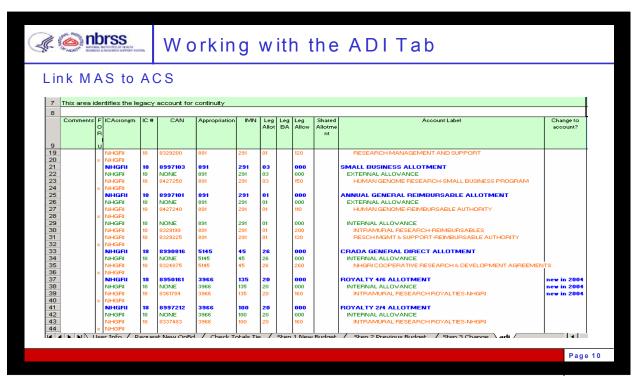
- The ADI Budget Entry Spreadsheet contains several worksheets to help you implement and manage the budget entry process. These worksheets work together to ensure that your budget information is appropriately updated.

- **The ADI** tab contains the MAS codes for your budgetary accounts and the corresponding ACS values. You use this tab when requesting new budgetary accounts.

Working with the ADI Tab
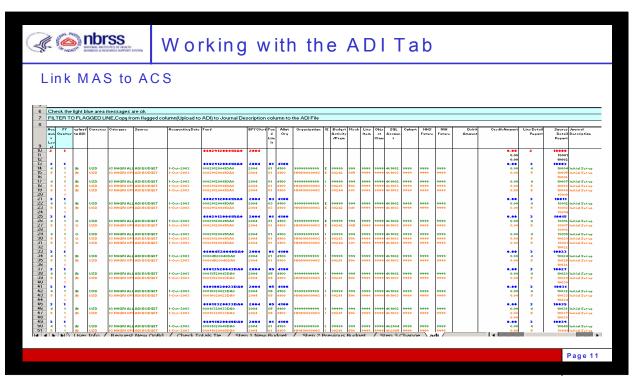
- The **ADI** tab contains MAS and NBS values for all budgetary accounts.
- This tab is currently used by the NBS to load budgets into the NBS GL, but can also be used as a crosswalk between the new and old account structures.
- The rows are color coded to indicate which budget level is shown*:
    2. Red = Fund
    3. Blue = Allotment
    4. Green = IE Allowance
    5. Orange = Operating Budget

* Level 1 is not visible at the IC level, and 6 is used in other NBS spreadsheets to indicate Project level accounts.

NBS Budgetary Account Requests

Working with the ADI Tab

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Working with the ADI Tab

Link MAS to ACS

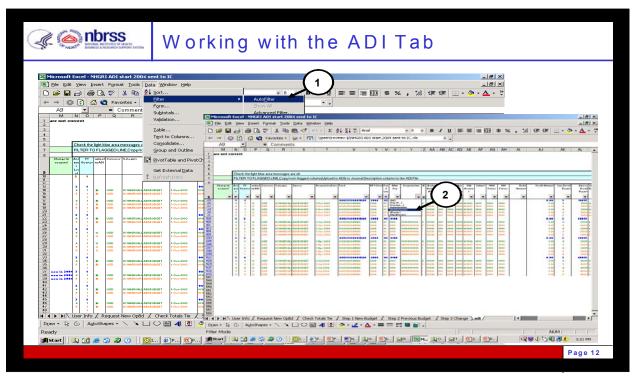|		Comments	F O R U	ICAcronym	IC #	CAN	Appropriation	IMN	Leg Allot	Leg BA	Leg Allow	Shared Allotment	Account Label	Change to account?
7	This area identifies the legacy account for continuity													
8														
9														
19				NHGRI	18	8329200	891	291	01		120		RESEARCH MANAGEMENT AND SUPPORT	
20			x	NHGRI										
21				**NHGRI**	**18**	**8997103**	**891**	**291**	**03**		**000**		**SMALL BUSINESS ALLOTMENT**	
22				NHGRI	18	NONE	891	291	03		000		EXTERNAL ALLOWANCE	
23				NHGRI	18	8427250	891	291	03		150		HUMAN GENOME RESEARCH-SMALL BUSINESS PROGRAM	
24			x	NHGRI										
25				**NHGRI**	**18**	**8997101**	**891**	**291**	**01**		**000**		**ANNUAL GENERAL REIMBURSABLE ALLOTMENT**	
26				NHGRI	18	NONE	891	291	01		000		EXTERNAL ALLOWANCE	
27				NHGRI	18	8427240	891	291	01		110		HUMAN GENOME-REIMBURSABLE AUTHORITY	
28			x	NHGRI										
29				NHGRI	18	NONE	891	291	01		000		INTERNAL ALLOWANCE	
30				NHGRI	18	8329199	891	291	01		200		INTRAMURAL RESEARCH-REIMBURSABLES	
31				NHGRI	18	8329225	891	291	01		130		RESCH MGMT & SUPPORT-REIMBURSABLE AUTHORITY	
32			x	NHGRI										
33				**NHGRI**	**18**	**8990816**	**5145**	**45**	**26**		**000**		**CRADA GENERAL DIRECT ALLOTMENT**	
34				NHGRI	18	NONE	5145	45	26		000		INTERNAL ALLOWANCE	
35				NHGRI	18	8324875	5145	45	26		260		NHGRI COOPERATIVE RESEARCH & DEVELOPMENT AGREEMENTS	
36			x	NHGRI										
37				**NHGRI**	**18**	**8950161**	**3966**	**135**	**20**		**000**		**ROYALTY 4/6 ALLOTMENT**	**new in 2004**
38				NHGRI	18	NONE	3966	135	20		000		INTERNAL ALLOWANCE	new in 2004
39				NHGRI	18	8361784	3966	135	20		160		INTRAMURAL RESEARCH ROYALTIES-NHGRI	new in 2004
40			x	NHGRI										
41				**NHGRI**	**18**	**8997212**	**3966**	**100**	**20**		**000**		**ROYALTY 2/4 ALLOTMENT**	
42				NHGRI	18	NONE	3966	100	20		000		INTERNAL ALLOWANCE	
43				NHGRI	18	8337483	3966	100	20		160		INTRAMURAL RESEARCH ROYALTIES-NHGRI	
44			x	NHGRI										

User Info / Request New OnBd / Check Totals Tie / Step 1 New Budget / Step 2 Previous Budget / Step 3 Change \ **adi** /

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- The values on the left side of the worksheet with the Green headings are the MAS budgetary accounts and CANs.

NBS Budgetary Account Requests

Working with the ADI Tab

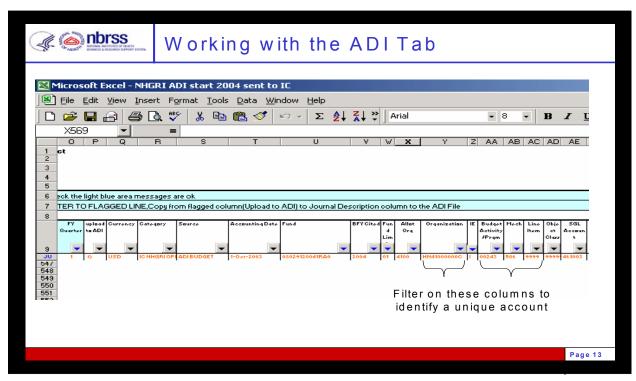
- The values on the right side of the worksheet with the blue headings are the NBS segment value combinations for each budgetary account.

Working with the ADI Tab

- When requesting a new budgetary account, the code combination you select must be unique.
- To determine if the account combination you are requesting already exists, you may set filters in the Fund, Fund Limit, Organization, Budget Activity, Mechanism and Line Item columns:

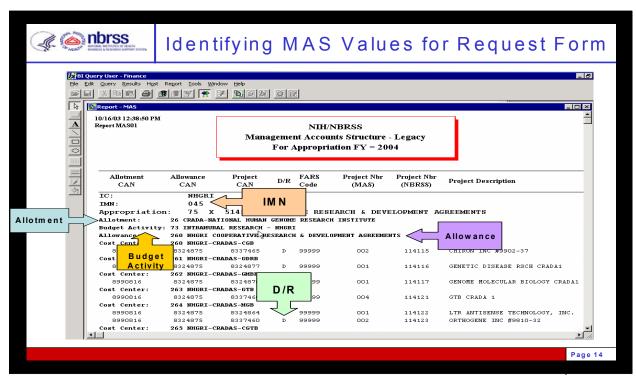1. Click on the Data pull down menu and select Filter, AutoFilter.

   Result: Filter pull down menus will appear for each column on the worksheet.

2. Using the filter pull down menus, select the Fund, Fund Limit, Organization, Budget Activity, Mechanism and Line Item values that you would like to use to create your new account.

NBS Budgetary Account Requests

Working with the ADI Tab

- If values still appear in the columns after you set all of the filters, the budgetary account already exists and cannot be requested again.
- You will need to select a different value for the Organization, Budget Activity, Mechanism or Line Item that makes the account combination unique.
- In the future, Budget staff may be inputting new accounts directly into this worksheet, rather than submitting requests to the NBS.

NBS Budgetary Account Requests

Identifying MAS Values for Request Form

Identifying MAS Values for Request Form

• Use the on-line MAS report from the NIH Data Warehouse DWQuery Budget and Finance module to identify the MAS information needed to complete the change request form. The report is located in the Accounting Structures section of the Budget Maintenance window.

NBS Budgetary Account Requests